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28 October 1954

C O P Y

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Manpower Survey of DD/P (FE Division Preliminary Report)

REFERENCES : a. Memo to DCI from C/I&R, subject as above, dated 18 August 1954
b. Memo to DD/P-ADMIN from C/FE, subject as above, dated 24 September 1954

1. With one major exception, the statements contained in reference "a" are generally statements of fact.

a. The statement that the FE Division has exceeded its total personnel ceiling by [REDACTED] individuals is incorrect. As of 30 June 1954, the civilian personnel ceiling of the FE Division was [REDACTED] positions were filled.

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b. In addition thereto the FE Division had [REDACTED] staff personnel assigned to projects not chargeable to ceiling. Some of these project personnel were apparently considered in arriving at the conclusion that ceiling had been exceeded.

2. A number of inexact or incorrect inferences can be drawn from a study of reference "a", in the absence of some detailed basis, as stated in reference "b", for the existence of situations reported therein.

a. One is that retention of personnel on an unvouchered fund basis is resorted to for the specific purpose of augmenting Headquarters organizations without authority. This is not true.

b. Another is that neither the Comptroller nor the Office of Personnel is aware of the existing situation. In fact, both are completely aware, the Office of Personnel reports all staff employee casualties each month, by name and component

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to DD/P-ADMIN and transmits, to the Comptroller, copies of Form 37-200 (Test) "In and Out-Casual Status Records".

c. Another is that individuals are wilfully carried without current T/O assignments. Every field T/O in the Far East area is in the process of complete change. Current assignments cannot possibly, in many cases, reflect actual duties being performed during the reorganization period while revised T/O's are being processed for approval.

d. Another is that the fact that [redacted] individuals have been carried against unvouchered fund positions for a year or more while actually in the U.S. indicates failure by the Division to take proper assignment action. This is not true in any of the [redacted] cases reported. There is reasonable justification in both fact and accepted practice for each. (See reference "b").

3. a. There is constant need for temporary duty details of various kinds which affect the physical location and current duty performance of individuals assigned to permanent T/O positions. Some examples are:

(1) Individual being trained for Indo-China assignment requires some training in WE Division.

(2) Certain individuals assigned to FE field

(3) Individuals with special qualifications loan to a high priority project such as PBSUCCESS.

(4) Temporary assistance provided from [redacted] on [redacted] to a field station having emergency support personnel needs not yet provided on a permanent basis.

b. To be continually processing personnel actions reporting such temporary duty details would appear to serve no real

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purpose and add to our growing load of paper work unnecessarily.

4. Point by point comment on reference "a" is included in reference "b".

5. Actions on recommendations contained in reference "a" are indicated below:

a. FE Division is not over ceiling, making reduction action recommended unnecessary.

b. Personnel actions transferring personnel from obsolete to current T/O positions will be prepared as soon as T/O's being processed are approved. Expeditious action and coordination by the Management Staff in processing these T/O's will be of material assistance.

c. Processing of personnel actions to reflect actual physical locations is not a realistic procedure, particularly insofar as temporary duty details are concerned. The Deputy Director (Administration) has held a conference with all interested parties relative to control of casuats. Representatives present accepted generally a proposal of the Office of Personnel for such control. The Deputy Director (Administration) obtained proper approvals of this proposal, which is now being published.

d. The Chief of Operations will receive progress reports from the Chief of Administration. Inasmuch as real progress will be dependent to an extent on action to be taken outside the jurisdiction of the Clandestine Services, it is suggested that reports to the Inspector General should be made by the Assistant Director for Personnel and the Deputy Director (Administration).

e. Appropriate personnel reports referred to in recommendation B-4 of reference "a" have been and will continue to be made by the Assistant Director for Personnel on a basis of a previous mutual agreement between the Office of Personnel and the Clandestine Services, with modifications resulting from action indicated in paragraph 5.c. above.

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6. It is believed reasonable to state that reference "a" is a good example of statements of statistical fact presented alone, without basic information on the "whys" behind the statistics, being essentially misleading, at least in part. Neither the Division reported on, the Chief of Administration, nor the Assistant Director for Personnel, all of whom are interested and responsible parties involved, were consulted on the "whys" prior to the submission of reference "a", and the later resulting recommendation for new procedures in handling casualties. Both time and effort could have been saved with resulting improvement in presentation and mutual understanding had such consultations taken place. This comment is only in the interest of improving the efficiency of administration on an objective basis and is not indicative of any desire to improperly influence the objective content or the timely submission of any appropriate report.

(s)

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Chief of Administration, DD/P

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CONCUR

(s) [REDACTED] for
Frank C. Wisner
Deputy Director (Plans)
Oct 22 1954

Dist:

Orig, 1 - DD/P
1 - DDCI
1 - IG
1 - Chief, Mgt Staff, DD/A
1 - Chief, I&R Staff, DD/P
1 - C/DDP/ADMIN

DD/P-ADMIN: [REDACTED]

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